

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: January 23, 2012

PAYROLL LETTER #12-002

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: NOTIFICATION OF REVISED FORM STD. 699 DIRECT DEPOSIT ENROLLMENT**

Payroll Letter #11-017 provided information on the implementation of the International Automated Clearing House (ACH) Transaction policy and the revision to the STD. 699 Direct Deposit Enrollment Authorization form due to the policy. Because of a delay in the availability of the revised form (12/2011 revision date), the implementation of the new form was delayed. The 12/2011 revision of form STD. 699 is now available on the Department of General Services (DGS) Office of State Publishing [website](#).

Effective February 1, 2012, SCO will no longer accept form STD. 699 Direct Deposit Enrollment Authorization without the revision date of 12/2011.

If you have any questions, please contact Cynthia Rounds at (916) 445-6983 or [crounds@sco.ca.gov](mailto:crounds@sco.ca.gov).

LC:CR:PPSD